

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, August 11, 2011 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Fitch, Glass, Hsiao,  
Jacobsen, and Chairperson Donnellan.

Absent: Commissioners Dingman and Orpe.

Also Present: Facility Operations Manager Megerdichian and  
Business Manager Williams.

**3. FLAG SALUTE**

Former Airport Commissioner Tymczynszyn led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Glass, seconded by Commissioner Jacobsen, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF JULY 14, 2011**

**MOTION:** Commissioner Jacobsen moved for the approval of the July 14, 2011 Airport Commission meeting minutes as submitted. Commissioner Fitch seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Dingman and Orpe; Chairperson Donnellan abstaining).

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

**6A.** Commissioner Fitch announced a Torrance Historical Society's "Cruisin' 50's" car show on September 10, 2011.

**7. ACTION ITEMS**

None.

**8. INFORMATION ITEMS**

**8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF  
THE GENERAL SERVICES DEPARTMENT**

Chairperson Donnellan noted that the following reports for August 2011 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects,

August Meeting Room Schedule, Hangar Waiting List, Events Requiring Emergency Response, and Airfield Operations Status.

Business Manager Williams reported that one of the four hangar vacancies in Report 1, Hangar and Tiedown Information, was filled on August 11, 2011. Referring to Report 2, Ongoing Projects, she announced a job walk for the Hangar Roofing Project on August 17, 2011, with bid opening scheduled for September 8, 2011.

Facility Operations Manager Megerdichian explained the bidding process and stated that new reflective coating needed to be put on the corrugated metal roofs of 20 hangars, at an estimated cost of \$65,000.

Commissioner Jacobsen expressed interest in seeing the specifications for the project and Facility Operations Manager Megerdichian offered to make them available.

**8B. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**8C. NOISE ABATEMENT QUARTERLY REPORT**

No report.

**8D. HELICOPTER COMMITTEE UPDATE – RESPONSE TO FAA LETTER OF APRIL 15, 2011**

Facility Operations Manager Megerdichian provided background on the item and noted Attachments A and B in agenda packets. He reported that a letter was originally sent to FAA on February 24, 2011 requesting changes to three helicopter routes. He stated, that following FAA's response in Attachment A on April 15, 2011, a Helicopter Committee subcommittee, consisting of Pete Elmore, Pat Carey, and Richard Root, was established to formulate the City's response in Attachment B sent on July 26, 2011.

He reported that he met with two FAA representatives today to discuss the proposed route changes and fixed-wing missed approach procedure. He stated that he assured them they had concurrence from neighboring cities. He relayed the FAA's intent to conduct an aeronautical analysis that will include quarterly data back from 2007 for pattern, time of day, and altitudes for both helicopter and fixed-wing aircraft to determine any potential impacts. He stated that the FAA will provide the Airport with this information as well as their direction. In the meantime, staff is hiring a vendor to conduct noise sampling around existing and proposed routes. He announced the next Helicopter Committee meeting tentatively scheduled on September 15, 2011 at 6:30 p.m.

In response to Commissioner Fitch's inquiry, Facility Operations Manager Megerdichian stated that Pat Carey resigned from the Committee, Pete Elmore is moving out of the area, and that Airport tower chief, Lazaro Arteaga, is also leaving. He noted that the FAA has a substantial amount of work to come to its conclusion and it is in their hands now; therefore, he is recommending that the Committee does not pursue any more topics at this time.

Responding to Chairperson Donnellan's inquiry, he advised that FAA representatives would not commit to a time frame for the turnaround but they would begin analysis in 120 days from August 22, 2011.

Commissioner Jacobsen received clarification from Facility Operations Manager Megerdichian that they missed the opportunity to get on the broad helicopter charts this cycle but would still be able to publish on the City's website, noise abatement procedure brochures, and periodicals. He added that it is up to Noise Abatement if they post a map of existing helicopter procedures on the City's website.

In response to Commissioner Jacobsen's inquiry, he advised that the fixed-wing missed approach procedure was the only recommendation for fixed-wing aircraft being made by the Committee.

Commissioner Glass discussed a recent article in the Daily Breeze about Los Angeles City helicopter traffic.

Commissioner Fitch asked what role the Airport Commission should play in this process and Facility Operations Manager Megerdichian responded that the Commission is an advisory body to City Council and made its recommendations before the item went to City Council, adding that City Council does not need to approve the letter to FAA because their direction has not changed.

Bill Tymczyszyn, Mesa Street, thanked the Commission for including his service on the Commission in its Annual Report. He read and entered into record his comments to the Airport Commission at this meeting regarding proposed helicopter route and altitude changes, the Helicopter Committee, communications from FAA, and staff's response to FAA.

Responding to Commissioner Glass' inquiry, Mr. Tymczyszyn stated that he was not sending these comments to FAA but plans to write them to voice his concerns about the safety of the proposed helicopter altitude changes. He stated that he concurs with FAA's recommendation to improve pilot communication through noise brochures.

Commissioner Fitch stated that she learned at the last Torrance Airport Association meeting that the Airport tower does not enforce noise abatement.

Referring to the missed approach procedure, Mr. Tymczyszyn stated that it should not be a top priority because almost no helicopters are approved for instrument flight and do not fly on days when the procedure is even a factor.

Facility Operations Manager Megerdichian provided clarification on City Council's direction. He stated that they approved the modifications both laterally and altitude-wise on the three routes, approved that staff request those modifications to FAA for a six-month trial period, and directed the Helicopter Committee to continue working to ensure there was no fixed-wing conflict.

## **9. ORAL COMMUNICATIONS #2**

**9A.** Commissioner Fitch expressed confusion about the role of the Airport Commission, noting that some things in the Commissioners' handbook seem to be ignored. She stated that she has inquired with the City Manager's Office but has not received a response yet.

Facility Operations Manager Megerdichian offered to meet with her at the Airport to clarify the Commission's role. He stated that he provides comprehensive reports to the Commission each month about what is going on at the Airport.

**9B.** Commissioner Jacobsen and Chairperson Donnellan requested excused absences for the September 8, 2011 Commission meeting; Commissioner Glass stated that he may need an excused absence for the meeting.

**9C.** Commissioner Hsiao expressed appreciation to Mr. Tymczyszyn for his time and effort in presenting his comments.

**9D.** Chairperson Donnellan also thanked Mr. Tymczyszyn as well as staff members for keeping the Commission informed.

**9E.** Chairperson Donnellan stated that he witnessed a Lowe's employee about to release a trapped possum onto Airport property and expressed safety concerns. He suggested that staff send a letter to Lowe's stating that this is not acceptable behavior.

**9F.** Facility Operations Manager Megerdichian suggested that the Commission go dark in September due to the number of absences and lack of any action items; there was concurrence among Commissioners to adjourn the meeting to October 13, 2011.

**9G.** Facility Operations Manager Megerdichian responded to Commissioner Glass' inquiry about LAX roundtable committee meetings. He advised that the Committee addresses noise issues in and out of LAX but that the City is not involved.

Mr. Tymczyszyn noted that changes of arrival and departure routes might affect airspace that small planes are allowed to operate in when flying in and out of Torrance.

**9H.** Facility Operations Manager Megerdichian announced that the Commission's Annual Report would be going to City Council on August 16, 2011.

**9I.** In response to Commissioner Fitch's inquiry about the Commission's role, Mr. Tymczyszyn stated that review of leases is spelled out in the Commissioners' handbook. He noted that the Commission never saw the leases for Robinson Helicopter's expansion and never understood why.

**9J.** Chairperson Donnellan welcomed guest Omar Navarro.

## **10. ADJOURNMENT**

**MOTION:** At 8:15 p.m., Commissioner Fitch moved to adjourn the meeting to Thursday, October 13, 2011 in the West Annex meeting room at 7:00 p.m. Commissioner Hsiao seconded the motion and, hearing no objection, Chairperson Donnellan so ordered.

Approved as Amended October 13, 2011 s/ Sue Herbers, City Clerk
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